

City of Minneapolis Basic Election Judge Training 2014

City of Minneapolis Elections & Voter Services
vote.minneapolismn.gov

Thank You!

- A big thanks goes out to our **veteran judges**, many of whom have served for several years.
- Welcome to our **new election judges**!

Today's Agenda

- What's new in 2014?
- Election judge and polling place overview
- Election judge duties on election day

What's New in 2014?

- New ballot counter (first used in 2013, but some have still not seen it!)
- No ranked-choice voting this year, not until 2017
- New acceptable election day registration proofs
- Additional precincts, some polling place changes
- # of people one can vouch for has been reduced from 15 to 8
- No longer need to provide a reason to vote absentee
- Online absentee application through OSS website
- Online voter registration
- All judges go through basic training together for the first time
- ePollbook Pilot, General only, 5 precincts, more info to come

New Polling Places/Precincts

- 8 new precincts have been added
 - See **vote.minneapolismn.gov** → **voters** → **where to vote** for a list of 2014 polling places with details on additions and changes
 - If you are serving in one of the brand new polling places, let us know of any issues.
- 5 polling places have been moved
- A few room changes within polling places (Head Judges should already know)

ELECTION DAY MISSION



VOTERS

Engaged and Confident of the Election Process

ELECTION JUDGES

The Face of Elections

Serves the Voter with Knowledge of Elections in a
Voter Friendly Environment

ELECTIONS & VOTER SERVICES

Provides the Training and Resources to Enable
the Election Judges to Serve the Voter and
Maintain the Integrity of the Election

Election Judge Mission

- To ensure that all eligible residents are able to exercise their right to vote
- To conduct voting in a fair, accurate, impartial, and efficient manner
- To provide reliable information and friendly service to voters
- **“I will do everything I can within the law to help you vote today”**

Neutrality

- Partisan comments and ANY political discussion is prohibited at all times while serving as an election judge

Persons Allowed in or Near the Polling Place

Details on page 30 of the 2014 Election Judge Guide

- Voters
- Persons helping a voter (translators okay; marking ballots 3 max)
- Children accompanying voters
- Vouchers
- Observers with written authorization from the OSS, County, or City **(HEJ)**
- Peace officers
- Challengers appointed in writing by a political party or nonpartisan candidate **(HEJ)**
- Teachers, and elementary and high school students, if participating in a mock election that has been authorized by the OSS – Kids Voting
- Persons making a written complaint **(HEJ)**
- Media **(HEJ)**
- People conducting exit polls **(HEJ)**

Prohibition on Campaigning

- Campaigning of any kind is not permitted within 100 ft of a polling place, that includes inside the polling place. (every precinct will have a **map w/100 ft “buffer”**)
 - This means no display of campaign signs, buttons, literature, or clothing with campaign slogans, etc.
 - If polling place is on public property, there is no campaigning permitted on the property anywhere, even beyond 100 ft.

Prohibition on Campaigning

- Every eligible voter is still allowed to vote!
 - If someone is displaying campaign buttons, ask them to cover up or remove them while in the polling place.
 - **If someone refuses** not to display campaign material, they are still allowed to vote, but the election judge will need to document their name in the incident log
 - Voters may take sample ballots or campaign flyers into the voting booth with them, but must not display these publicly

Exit Polling

- Can be on the polling place premises, but not in the room where voting occurs
- Individuals conducting exit polling within 100ft of the polling place
 - May only approach voters after they have voted
 - May only speak to voters to the extent necessary to ask voters to take an anonymous, written questionnaire

Political Party Affiliation

- Three major political parties in Minnesota
 - Democratic Farmer Labor Party
 - Independence Party (note: capital “I”, and “-ence”)
 - Republican Party
- Not major political parties in Minnesota
 - All other political parties
 - Not specified/unaffiliated
 - independent (note: lowercase “i”, and “-ent”)

Party Balance

- Certain activities require **two election judges of different major political parties** (party balance):
 - Assisting voters in the marking of their ballots
 - Be sensitive to the voter's needs
 - Avoid any action that may influence how they vote
 - Explaining a ballot-marking error to a voter
 - Curbside voting
 - Emptying (or straightening ballots within) the ballot box or auxiliary compartment during voting hours
 - Duplicating ballots

Kids Voting

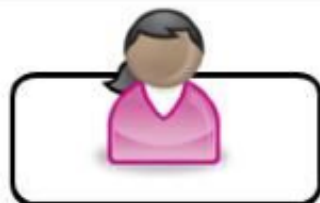
- Please be **helpful and accommodating!**
- Will be in nearly all precincts for the **November General only**
- **Large student groups will go through polls between 10-2:30;** Head Judge will be provided with arrival times (in schools only)
- Sometimes there is room inside polling place room, sometimes not (depending on venue)
 - They can set up outside the poll itself (**work with building staff**)
 - Layouts should have a Kids Voting area incorporated; if you decide alternate setup, indicate this on the polling place layout
- **Be prepared to take supplies when they are finished.**

Preparing for Election Day

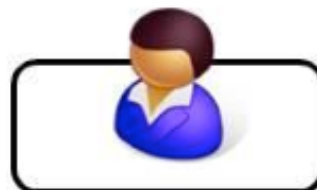
- All judges
 - Review your training materials
 - Online training materials are available
 - Time off work to serve
 - Dress comfortably
 - Bring a lunch
 - Remember to vote
 - Prepare for specific personal needs while serving
 - Medications, glasses, daycare
- Head Judges have additional duties

Opening the Polls

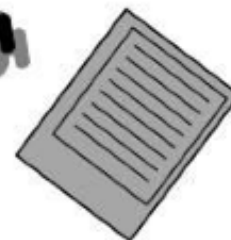
- All opening election judges must arrive by 6:00am (some “half-day” judges will arrive at 2:00pm)
- Opening the Polls Checklist
- HEJ administers election judge oath, distributes nametags
- Verify precinct-specific materials
 - Ballots, rosters, AutoMARK & Ballot Counter software
- HEJ delegates duties:
 - Put up signs and U.S. flag
 - Set up duty stations
 - Set up Ballot Counter and AutoMARK (HEJ)
 - Ballot Counter & AutoMARK Guides
 - Complete opening forms (HEJ)
 - Prepare ballots (Ballot Judge)



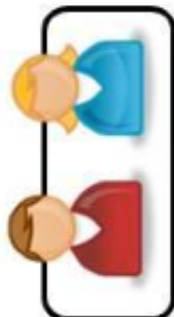
Demonstration



Ballots



AutoMARK



Registration



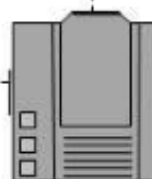
Roster



Greeter

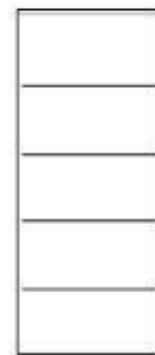


6 ft.



Ballot Counter

Voting Booths



Signs

- Some in Sign Bag, others deployed separately
- Placement of signs
 - Use Sign Bag Cover Sheet
 - Place blue tape on backside of signs
- “IF YOU LIVE WITHIN THE BLUE LINE, VOTE HERE”
 - All precincts will now have these
 - Some on stakes, some on a-frame
- “ELECTION DAY VOTER PARKING ONLY”
 - Some polling places; judges don’t set up;
- Meter hoods
 - Some polling places; judges don’t set up; for accessibility

Flags

- Every precinct must display the U.S. flag at the entrance (lets the voter know where to enter)
- New flag poles, for donuts or ground mounts
 - 1 inch diameter
 - 3 ways to display flag:
 - **bracket** (mounted on wall), **flag donut**, or **corkscrew stand** (mounted in ground)
- Flag donuts will now be pre-filled with sand, approx. 25 lbs
- If your flag mount does not function, or does not work well for your polling place, let us know!

Polling Place Supplies Overview

- In the ballot counter
- Head Election Judge Supply Envelope
- Blue Supply Case
 - Duty Bags
 - Sign Bag
 - Head Election Judge Bag
 - Greeter Bag
 - Roster Bag
 - Registration Bag
 - Demo. & Ballot Bag
 - Ballot Counter Bag
 - Office Supply Bag
 - Extra Supplies Bag
 - Closing Bag

Election Judge Overview

- Minneapolis has three primary types of judges that work in the polling place :
 - Head Election Judge (1 per polling place)
 - Assistant Head Election Judge (1 per polling place)
 - Team Judge (several per polling place; the majority of the team)
 - Student Election Judges (Trainee Election Judges; **same** duties as team judge except for activities that require party balance)
- Other types of Minneapolis election judges include:
 - Precinct Support Judge (one will visit your polling place on election day)
 - Health Care Facility Judge
 - Absentee Ballot Runner Judge

Election Judge Duties in the Polling Place

- Greeter Judge
 - Initial point of contact for voters entering the polling place
- Roster Judge
 - Checks in registered voters
- Registration Judge
 - Registers voters
- Demonstration Judge & Ballot Judge
 - Demonstrates how to fill out ballots; issues ballots
- Ballot Counter Judge
 - Monitors the ballot counter and troubleshoots basic issues
- Head Judge & Assistant Head Judge
 - The managers of the polling place



Greeter Judge – Duties

- Welcome and guide voters
- **Multi-line management**
- Direct voters to either the Roster or Registration table
- Provide a chair for those who need a place to sit while waiting
- Greet authorized polling place visitors and direct them to the Head Judge

Greeter Judge – Supplies

- Polling Place List
- Election Day Registration Forms (make sure the voter needs to register and has the right proofs)
- Precinct Finder (1 for whole city, 1 for precinct)
- Greeter's List

	SECRETARY OF STATE	Greeter's List	03/09/2010 2:14 PM
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SPRUCE TWP PRECINCTS:0030

Voter Id #	Voter Name	Address	City	Pct # - Name	SD #	ID Req
0002381569	SMITH, BETH NANCY	11787 422ND ST	SPRUCE TWP	0030 SPRUCE TWP	004	
0003984577	SMITH, BILL MICHAEL	11787 422ND ST	SPRUCE TWP	0030 SPRUCE TWP	004	
0004564567	SMITH, BOB AARON	11717 422ND ST	SPRUCE TWP	0030 SPRUCE TWP	004	
0004159630	SMITH, CHUCK BRAD	42903 KESTREL AVE	SPRUCE TWP	0030 SPRUCE TWP	004	
0002444482	SMITH, CHARLES JOHNATHAN	42302 KESTREL AVE	SPRUCE TWP	0030 SPRUCE TWP	004	
0011173910	SMITH, DARLENE CHRIS	42302 KESTREL AVE	SPRUCE TWP	0030 SPRUCE TWP	004	

Greeter Judge – Precinct Finder



Street Name

House #

Odd, Even,
or Both

Precinct

Not needed to locate precinct

Precinct Finder
MCD-MINNEAPOLIS

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Street Address	House Range Unit Range	O E B	Precinct	City	ZIP Code	CO	MCD	WD	SD	JD	LG	SN	CG	CM	PK	HD	Range ID	Total Voters
1ST AVE N																		
	311 to 415	B	1503 MINNEAPOLIS W-3 P-12	MINNEAPOLIS	55401	27	135	W-03	1-4	04	59B	59	5	04	4		229092	2
	706 to 706	E	1670 MINNEAPOLIS W-7 P-06	MINNEAPOLIS	55403	27	135	W-07	1-4	04	59B	59	5	03	4		301045	33
1ST AVE NE																		
	100 to 112	B	1470 MINNEAPOLIS W-3 P-03	MINNEAPOLIS	55413	27	135	W-03	1-1	04	60B	60	5	04	1		229098	109
	127 to 315	O	1470 MINNEAPOLIS W-3 P-03	MINNEAPOLIS	55413	27	135	W-03	1-1	04	60B	60	5	04	1		229098	80
	316 to 606	E	1470 MINNEAPOLIS W-3 P-03	MINNEAPOLIS	55413	27	135	W-03	1-1	04	60B	60	5	04	1		229099	0
	501 to 615	O	1475 MINNEAPOLIS W-3 P-04	MINNEAPOLIS	55413	27	135	W-03	1-1	04	60A	60	5	02	1		229100	6

- The primary tool of the Greeter Judge
- What are the four important columns?
- “What precinct am I in” activity...



HOW TO USE THE MINNEAPOLIS PRECINCT FINDER

The **Precinct Finder** is similar to a Zip Code Directory. Voters must vote in the precinct where they currently live. Precinct boundaries may run down the middle of streets. Neighbors living across the street may vote in different precincts.

CONFIRM YOU ARE USING THE CURRENT **PRECINCT FINDER** AND THE CURRENT YEAR'S POLLING PLACE LIST.

The Polling Place List is printed annually following approval by the Minneapolis City Council. Each year there may be polling place changes. Call Minneapolis Elections at 311 or 612 673-3000 if you have any questions.

THE COLUMNS OF THE PRECINCT FINDER

Street Address: Street names are listed numerically first, then alphabetically
Note: directions (N, S, E, W) are the last part of the street name

House Range

Unit Range: Example: the range "2600 to 2699" includes all the house numbers from 2600 to 2699

O/E/B: Determined by the last digit of the house number

Odd: Only odd house numbers are included in the range (1, 3, 5, 7, 9)

Even: Only the even house numbers are included in the range (0, 2, 4, 6, 8)

Both: Both odd and even house numbers are included

Precinct: State Precinct Code, City, Ward and Precinct

Zip Code: Zip codes

CO: County Code (Hennepin is 27)

MCD: Municipality Code (Minneapolis is 135)

WD: Ward

SD: School District (Minneapolis SD #1 with six districts)

JD: Judicial District

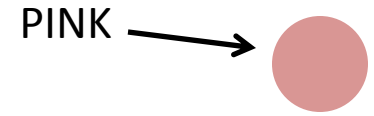
LG: Legislative District (Minnesota House of Representatives)

SN: Senate District (Minnesota Senate)

CG: United States Congressional District

CM: County Commissioner District

PK: Park District (Minneapolis Park and Recreation Board)



Roster Judge – Duties

- “Checking in” registered voters
- Issuing Voter Receipts
- Curbside Voting
- Troubleshooting Roster Notations

Roster Judge – Supplies



- Roster (Pink Roster)
- Certificate of Registered Voter
 - Used for Curbside Voting
- Notification of Death of Voter
- Precinct Finder (precinct-only)
- Voter Receipts
- Voter's Oath "Tent"

Roster Judge – Registered Voters



- **Ask** for name and address
 - Can't find the voter's name?
 - Wrong precinct; 4 years; marriage
 - Typos (Roster Correction Form); check for spelling variations
- Check for roster notations
 - (SEE ID, A.B., Challenge)
- Point to Voter's Oath Tent
- Issue the voter a Voter Receipt after they have signed the Roster

Roster Judge – Voters Who Need Assistance

- A voter can use a stamp facsimile
- A voter can sign with a mark
 - This is why it is important not to write an “x” on the roster to show where a voter signs
- A voter can request that another person write their name
 - The person writing the voter’s name for them should sign their own name as well

Roster Judge – Roster Notations



- A.B. (already voted absentee, cannot vote again)
- See ID (voter can provide any EDR proof except vouching)
- Challenge notation (Head Judge administers challenges; procedures on back of Roster Challenge Log)
 - Felony
 - Guardianship
 - Voted Out of Precinct
 - Name and Address
 - AB Address
 - Postal Return
 - Other

Roster Judge – Curbside Voting

- For voters who are unable to enter the polling place
 - Find out if they need to register
- Two judges from different major political parties assist
- Certificate of Registered Voter form
 - Along with EDR, if applicable
- Roster or Registration Judge writes “CURBSIDE” on either the Roster or New Registrants Green Roster
- Take voter receipt to ballot judge; get ballot and secrecy cover; have voter fill out ballot; put ballot in ballot box

Details on page 32 of the 2014 Election Judge Guide

Roster Judge – Signature Correction

I certify that I am at least 18 years of age and a citizen of the United States; that I reside at the address shown and have resided in Minnesota for 20 days immediately preceding this election; that I am not under guardianship of the person in which the court order revokes my right to vote; have not been found by a court to be legally incompetent to vote, and that I have the right to vote because, if convicted of a felony, my felony sentence has expired (been completed) or I have been discharged from my sentence; and that I am registered and will be voting only in this precinct. I understand that giving false information is a felony punishable by not more than five years imprisonment and a fine of not more than \$10,000, or both.

Voter Name and Address	Voter Signature	District/Precinct	ID Number	DOB
1. SMITH, BETH NANCY 11787 422ND ST	CURBSIDE	004 CENTRAL 0030 SPRUCE TWP	0000247210	
2. SMITH, BILL MICHAEL 11787 422ND ST		004 CENTRAL 0030 SPRUCE TWP	0000249381	
3. SMITH, BOB AARON 11717 42ND ST		004 CENTRAL 0030 SPRUCE TWP	0003723216	
4. SMITH, CHUCK BRAD 42303 KESTREL AVE		004 CENTRAL 0030 SPRUCE TWP	0000251754	
5. SMITH, CHARLES JOHNATHAN 42302 KESTREL AVE	Charles Smith	004 CENTRAL 0030 SPRUCE TWP	0000245281	
6. SMITH, DARLENE CHRIS 42302 KESTREL AVE		004 CENTRAL 0030 SPRUCE TWP	0003388582	
7. SMITH, DAN DERRICK 42302 KESTREL AVE		004 CENTRAL 0030 SPRUCE TWP	0003388548	
8. SMITH, EVAN JOHN 12465 422ND ST		004 CENTRAL 0030 SPRUCE TWP	0000251572	
9. SMITH, FRANK BILL 12465 422ND ST		004 CENTRAL 0030 SPRUCE TWP	0000251838	
10. SMITH, GRETCHEN ANN 43141 140TH AVE		004 CENTRAL 0030 SPRUCE TWP	0000251837	
11. SMITH, HARRY JAMES 45538 KESTREL AVE		004 CENTRAL 0030 SPRUCE TWP	0000248536	
12. SMITH, IRENE CHRISTINE 45538 KESTREL AVE	Irene Smith	004 CENTRAL 0030 SPRUCE TWP	0000248590	
13. SMITH, IRA JOHN 45538 KESTREL AVE		004 CENTRAL 0030 SPRUCE TWP	0003815785	

← Date of birth

← Voter ID #

← Curbside voter

- Use pink highlighter to indicate corrections



Registration Judge – Duties

- Register voters (Election Day Registration)
 - Verify proofs of residence
- Issue Voter Receipts

Registration Judge – Supplies



- Registration Binder
 - New Registrants Green Roster (Green Roster)
 - Reference Sheets
- Election Day Registration Applications (EDR)
- Green Folder (contains important forms)
 - Precinct List of Persons Vouching
 - Absentee Election Day Registrants for Polling Place
- Precinct Finder
- Voter Receipts
- Voter's Oath "Tent"

Registration Judge – Registration Steps

- **Verify the voter is in the right polling place**
- Confirm the voter hasn't voted A.B.
 - Check Absentee Election Day Registrants for Polling Place in Green Folder
- Ensure the voter has proper proof of residence
- Have the voter complete an EDR
- Complete election judge section of EDR
- Have the voter sign the New Registrants Green Roster
- Issue a voter receipt

Registration Judge – Determination of Residence



- **For voting purposes, a voter can only have one residence**
- If **multiple houses**, the voter must determine their principal residence
- Students can vote either at home, or, if living on campus, at that address
- Voters without a home may provide a description of where they live
 - Where does the voter sleep?
 - Most likely will need voucher
- P.O. box or General Delivery cannot be used

Registration Judge – Proofs, Stand-alone

See page 17 - 19 in 2014 Election Judge Guide for detail on registration proofs and how to fill out the bottom of the election day registration application

- Valid Minnesota driver's license, Minnesota learner's permit, or Minnesota ID card
- The yellow receipt for a Minnesota driver's license, learner's permit, or ID card
- Tribal ID card with name, current address, signature, and picture issued by the tribal government of a tribe recognized by the Bureau of Indian Affairs

Registration Judge – Proofs, Combo



COLUMN 1 – Photo ID with current name (can be expired)

- ***Driver's license, state ID card, or learner's permit issued by any state***
- United States Passport
- United States Military ID card.
- Tribal ID card with name, signature and photo of the voter
- Minnesota university, college, or technical college ID card
- ***Minnesota high school ID card***



COLUMN 2 – Approved document with current name and address (can be shown on portable electronic device)

- ***Residential lease or rental agreement (must be valid through election day).***
- Current student fee statement.
- Bill, ***account statement, or start of service notification***, due or dated within 30 days of election day for:
 - Phone (landline, cell, VOIP, etc.)
 - TV (cable, satellite, etc.)
 - Internet services
 - Solid Waste or sewer services
 - Electric, gas, or water
 - ***Banking or credit card***
 - ***Rent or mortgage payments***

Registration Judge – Proofs, Other



- Voucher
 - Maximum reduced to 8
 - Someone cannot vouch who has been vouched for on election day
 - An employee of a residential facility can vouch for an unlimited number of residents at their facility
- Notice of Late Registration
- Valid registration in the same precinct
- College student photo ID with name on housing list

Minnesota Voter Registration Application

Complete lines 1 through 8. Please print clearly.

Personal Information & Qualifications

1. Are you a U.S. citizen? Yes <input type="checkbox"/> No <input type="checkbox"/>	IP election office use only		
2. Will you be at least 18 on or before the next election? Yes <input type="checkbox"/> No <input type="checkbox"/> If you mark "NO" to either of these questions, DO NOT complete this form.	M		
	AB		
3. last name or surname	first name	middle name	Suffix (Jr., Sr., II, III)
4. address where you live (residence) apt. number city zip code			
5. if mail cannot be delivered to the address above, provide P.O. Box city zip code			
6. date of birth (not today's date) ____ - ____ - 19____	school district (if known)	county where you live	
phone number ____ - ____ - ____	email address		
7. mark one box and provide the number that applies to you: <input type="checkbox"/> I have a MN-issued driver's license or MN ID card number: <input type="checkbox"/> I do not have a MN-issued driver's license or MN ID card. The last four digits of my Social Security Number are: XXX-XX-____ <input type="checkbox"/> I do not have a MN-issued driver's license, a MN-issued ID card, or a Social Security Number.			

Registration Updates - Are you currently registered under a different name or address?

previous last name	previous first name	previous middle name
previous address where you were last registered city state zip code		

Read And Sign Only If All Parts Apply To You.

8. I certify that I: • will be at least 18 years old on election day; • am a citizen of the United States; • will have resided in Minnesota for 20 days immediately preceding election day; • maintain residence at the address given on the registration form; • am not under court-ordered guardianship in which the court order revokes my right to vote; • have not been found by a court to be legally incompetent to vote; • have the right to vote because, if I have been convicted of a felony, my felony sentence has expired (been completed) or I have been discharged from my sentence; and • have read and understand this statement, that giving false information is a felony punishable by not more than 5 years imprisonment or a fine of not more than \$10,000, or both. sign here X _____ date: ____ - ____ - 20____

Election Judge Official Use Only

W _____ P _____ SD _____ Initials _____	ID with Current Name & Address ID Number: _____ <input type="checkbox"/> MN Driver's License, Learner's Permit, MN ID Card, or Receipt <input type="checkbox"/> Tribal ID Card	Photo ID + Document with Current Name & Address Document Type: _____ Photo ID Number: _____ <input type="checkbox"/> Driver's License, Learner's Permit or State ID Card <input type="checkbox"/> U.S. Passport <input type="checkbox"/> U.S. Military ID <input type="checkbox"/> Tribal ID <input type="checkbox"/> Student ID	Other <input type="checkbox"/> Vouched For <input type="checkbox"/> Notice of Late Registration <input type="checkbox"/> Valid Registration in Same Precinct <input type="checkbox"/> Student ID with College List ID Number: _____
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Election Day Registration Application

- How is it filled out?
- Most is exactly the same as in 2013
- The bottom has been changed to allow for new proofs (see page 19 in 2014 Election Judge Guide for how to fill out judge section on old application)
- Reference sheet available online & in the registration binders on election day



For more information on voting or state election results go to the Minnesota Secretary of State web site at www.sos.state.mn.us or call toll free 1-877-600-VOTE (1-877-600-8683) or use Minnesota Relay Service at 1-800-627-3529 or 711.

Special assistance is available to those who are elderly, have disabilities, or are in health care facilities. Contact the Secretary of State or your County Auditor for more information.

Confidentiality Notice: Access to the data that you supply on your voter registration application is restricted to elections officials and to those who obtain the list for political, law enforcement and jury selection purposes. The lists provided for these purposes do not include your exact date of birth, driver's license, state ID or social security numbers. The last four digits of your social security number, if you provide them on line 10b of the form, enjoy special protection because they are classified as private data. If you do not have a Minnesota driver's license or state ID number, both state and federal law require that you supply the last four digits of your social security number (unless you do not have one of those either). This partial number may be sent along with your name and date of birth to the Social Security Administration, via the Department of Public Safety, to verify your identity. If you possess a Minnesota driver's license, state ID, or social security number, but do not provide it, your application may be considered incomplete and may not be processed. Your local election official may contact you to try to obtain one of these numbers. If you do not provide one, you may be required to complete a new voter registration application or show ID at your polling place before being allowed to vote.

Voucher Form

I swear or affirm that (Check one):

- ☐ I am pre-registered to vote in this precinct Voter ID # _____
- ☐ I registered in this precinct today and did not have another person vouch for me.
- ☐ I am an employee of a residential facility: _____
(Name of residential facility)

Residential Address of Voucher or Address of Residential Facility

Street Address City

Telephone number: (_____) _____

Email address (optional): _____

I personally know that _____
(Name of person registering)

is a resident of this precinct.

Signature of Voucher

Subscribed and sworn to before me

Date

Signature of Election Judge

Voucher Form

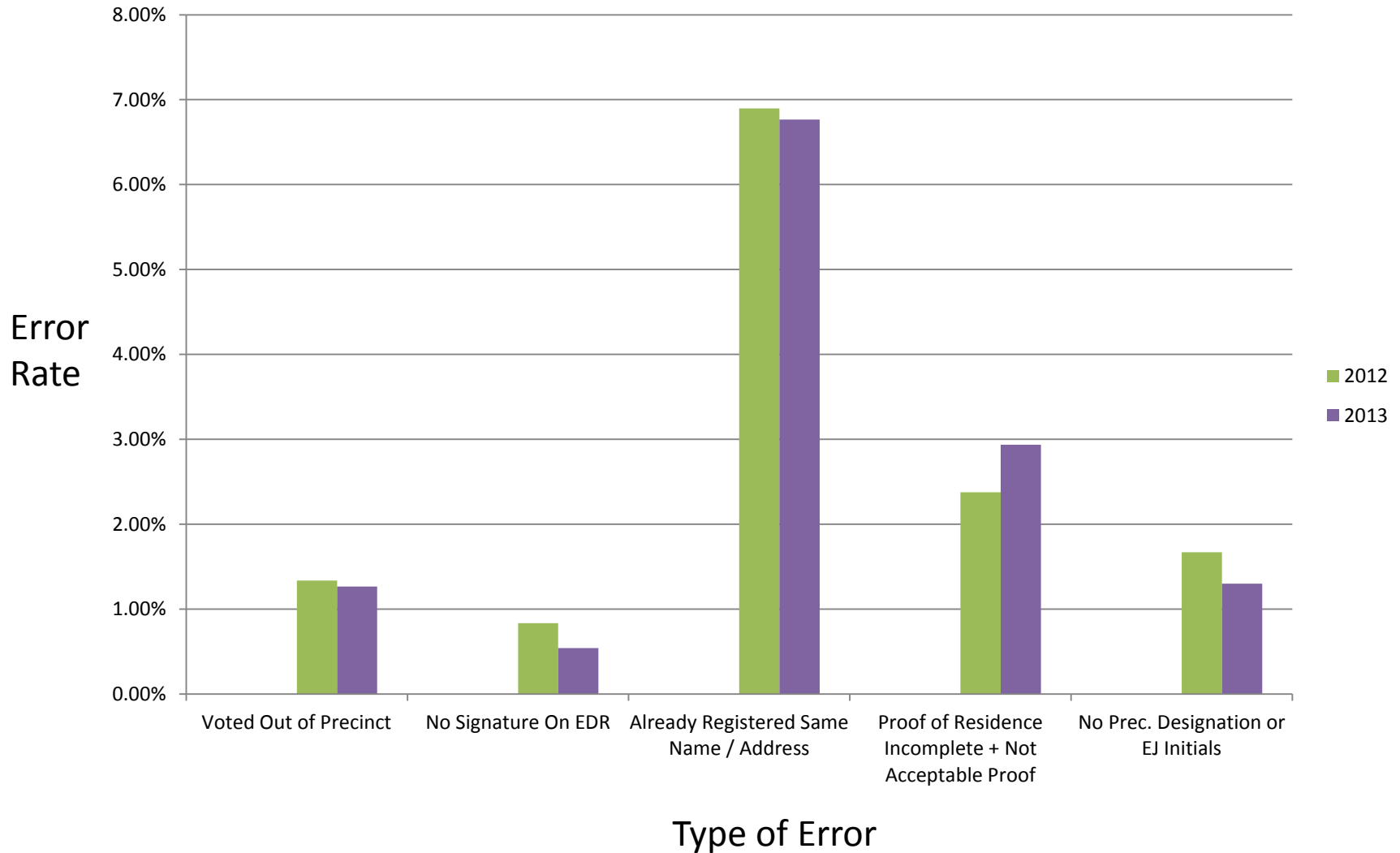
- Get Voter ID # of voucher from the registered Roster or Greeter's List

- Have the voucher print their name next to their signature

Registration Judge – Registration Binder

- After 20 signatures (front and back total) place each Green Roster page with the 20 matching EDRs; place the set in the Election Day Registration Envelope
- Write the total # of signatures in the space near the top right of the Green Roster
 - This will almost always be 20, but can be fewer

Election Day Registration Errors



Demonstration Judge - Duties

- Instruct voters on how to mark a ballot
 - **Never demonstrate using an official ballot**; use the sample ballots provided
- For partisan primaries, inform the voter that they can only vote for **one** political party for all offices on the partisan portion of the ballot

Ballot Judge - Duties

- Preparing ballots
- Issuing ballots to voters
 - One ballot for one receipt
- Keeping track of ballots
 - Ballot Tracking Form (HEJ in charge)
 - **Keep ballots secure**
- Keeping track of voter receipts
 - Number each receipt

Ballot Judge – Preparing Ballots

- **Two judges** count and certify the total number of ballots provided to the precinct (count # of packs)
 - Ballot Tracking Form (HEJ)
 - Official Precinct Certification Form (HEJ)
- Prepare a supply of ballots
 - Two judges open and count each pack (mark count on Ballot Tracking Form); **important**, sometimes packs don't contain exactly 100
 - Two election judges initial each ballot
 - Don't prepare too many ballots
 - If ballot supply drops below 200, call election HQ

Ballot Judge – Issuing Ballots

- Collect a voter receipt (number it), and issue a ballot to a voter; offer a secrecy cover
 - Only ballots with the **initials of two election judges** may be issued
 - Only issue a ballot after receiving a voter receipt
- Bundle voter receipts in groups of 25 and place into Used Voter Receipts Envelope

Ballot Judge – Unofficial Ballots

- **NEVER ISSUE THE LAST BALLOT IN THE POLLING PLACE**
- Unofficial ballots can be made in an emergency
 - Contact election HQ

Ballot Judge – Spoiled and Found Ballots

- Spoiled Ballots
 - Ballot returned by a voter
 - Marking error, ballot counter will not read, tear
 - Issue new ballot, put spoiled ballot into the Spoiled Ballot Envelope
- Found Ballots
 - Ballot abandoned by a voter
 - Ballot is not counted
 - Place found ballot into spoiled ballot envelope
 - Record in Incident Log

Ballot Judge - AutoMARK

- Ballot-marking device
- Any voter can use this if they choose
- Voter can turn screen off for privacy
- Reads ballot to voters via headphones
- Keypad/touch screen can be used to make selections
- Automatically checks for marking errors
- Prints a voter's choices onto a ballot
- Not a ballot counter
 - If ballot left in AutoMark, write “Found in Voting Station” on ballot
 - Mark in Incident Log



Ballot Judge - Assistance to Voters

- Two judges of different major political parties may help a voter mark their ballot
- Voter assistance from others (not election judges)
 - Can be anyone **the voter requests** (except the voter's employer, an agent of the voter's employer, an officer or agent of the voter's union, or a candidate for election)
 - One assistant with one voter all the way through the polling place
 - Individuals cannot linger within 100 ft. of the polling place, including to offer assistance
 - No limit to assisting voters with interpretation/translation needs or for voters with disabilities, but an assistant
 - **can only physically mark the ballots on behalf of three voters at each election (includes touching or pointing directly to the voter's ballot, or assisting a voter within a voting booth)**
 - An assistant to a voter may only mark the assisted voter's ballot as directed by the voter
 - A voter may ask an election judge to verify that a ballot that has been marked for them is correct

Ballot Counter Judge - Duties

- Monitor and troubleshoot the ballot counter
 - Provide assistance to voters as needed
- Issue “I Voted” stickers

Ballot Counter Judge – DS200 Ballot Counter

- Touch screen
 - The Ballot Counter Judge will operate
- Two compartments:
 - Ballot box
 - Auxiliary compartment
- Informs voter when vote counted
- Alerts voter if there is an error



Ballot Counter Judge – Monitor the Ballot Counter

- No one, except for a voter casting their ballot or an election judge is allowed within six feet of the ballot counter.
 - Use blue tape to indicate 6' distance
- If the ballot counter indicates an error with their ballot, ask the voter if they would like assistance

Ballot Counter Judge – Troubleshooting Issues

- Check the display for the error message
 - Do not inspect the voter's ballot itself
 - Errors include: blank ballot, overvote, cross-party vote, ballot jam
- Explain the error to the voter
 - If requested by the voter, two election judges of different major political parties may review the ballot itself
- Offer the voter a replacement ballot
 - Explain that some or all of their votes may not be counted
- If the voter wants to cast their ballot as is, they may
 - **The voter chooses, the election judge touches the screen**

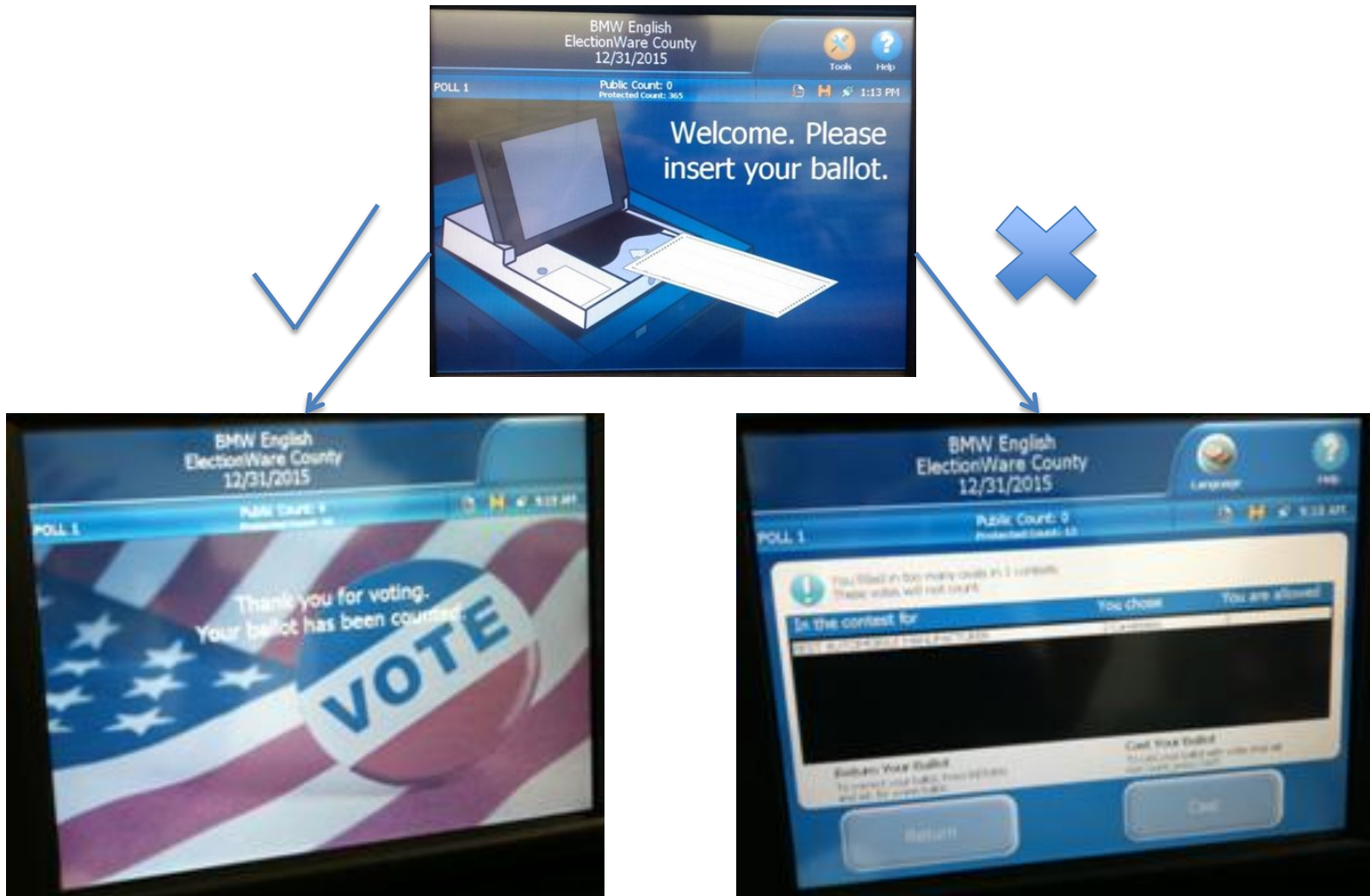
Ballot Counter Judge – Jammed Ballot

- Tell your Head Judge
- Ask the voter to remain in the polling place
- Read error message on screen
 - Has the ballot been counted?
 - The error message will say that the ballot needs to be re-run or that the ballot has been counted
- Have the voter handle the ballot; have a secrecy cover ready for them

Ballot Counter Judge – Ballot Counter Not Working

- Tell your Head Judge (who will call Election HQ immediately)
- Immediately begin using the auxiliary compartment
- When the machine is operating again, two judges of different major political parties can open the auxiliary compartment and feed the ballots into the ballot counter

Ballot Counter Judge – Ballot Counter Screens



Ballot Counter Judge – Full Auxiliary Compartment or Ballot Box During Voting Hours

- Two judges of different major political parties
- If removing from the auxiliary compartment, run the ballots through the ballot counter
- If removing ballots from ballot box, seal into a Ballot Transfer Case
 - Record in Incident Log:
 - Time
 - Initials of judges present
 - Number from rat-tail seal used to secure ballots in transfer case

Ballot Counter Judge – Arrow Stickers

- “Blaze orange” arrow stickers have been applied to all ballot counters
 - Outlines more clearly where to insert the ballot into the ballot counter

Head Judge and Assistant Head Judge - Duties

- Serve as the managers of the polling place
- Open / close the ballot counter
- Open / close AutoMARK
- Administer challenges
- Election judge payroll
- Opening / closing paperwork
- Communicate with Election HQ
- The HEJ and AHEJ go through additional training

Head Judge and Assistant Head Judge In-person Challenges

Details on pages 34-35 of the 2014 Election Judge Guide

- What is a challenge?
 - Contesting a voter's eligibility **based on personal knowledge** of the voter
- Who can issue a challenge?
 - Appointed Challengers; election judges; any eligible voter in the precinct
- The Head Judge is in charge of administering challenges in the polling place

Closing the Polls – Overview

- Polls close promptly at 8pm
 - Everyone in line at 8pm must be allowed to vote
 - Do not begin closing until last voter has finished voting
 - Public is allowed to view closing activities
- Closing the Polls Checklist
- Follow the instructions of your Head Judge
- Transmit results and print results tapes (HEJ in charge)
 - Post one of the results tapes for public viewing
- Pack supplies
 - Many materials go back into their duty bags (use the Cover Sheets as a guide)
 - Certain materials are delivered to the Minneapolis Warehouse on election night (see **Items to Return to Warehouse Election Night**)
- Complete Forms (HEJ in charge)

Closing the Polls – Signing Materials

- All return envelopes:
 - 4 signatures **over seal**
 - Even if an return envelope has nothing in it, write a 0 on the envelope in the appropriate space and sign over the seal (good for record keeping)
- Ballot Transfer Case:
 - 2 Ballot Transfer Case Certification Seals (1 rat-tail seal is used as well)
 - **4 election judges sign at minimum sign each seal**
- Results Tapes:
 - **4 election judges sign at minimum**
- If in doubt, call Election HQ

Closing the Polls – Delivering Returns

- **Items to Return to Warehouse Election Night**
 - Items on the front are returned to the warehouse
 - Items on the back are left in the polling place
- Two judges must deliver the returns
 - The two judges that sign the forms should deliver the returns

ITEMS TO RETURN TO WAREHOUSE ELECTION NIGHT

Tuesday night return to Elections Warehouse
732 Harding St NE

Ward
Precinct Sticker

- 1) **Flag(s)**
- 2) **Voted ballots in cardboard transfer case sealed with rat-tail seal**
 - ☐ _____ Number of transfer cases returned
- 3) **Pre-Registered Pink Rosters**
 - ☐ _____ Number of rosters returned
- 4) **Memory Stick Envelope**
- 5) **Results Envelope A - sealed and signed by 4 EJs**
 - ☐ 1st Tape (zero results with 1st results tape)
 - ☐ Voter Statistics Worksheet
 - ☐ Official Precinct Certification Form
 - ☐ Ballot Tracking Form
 - ☐ Incident Log
 - ☐ Ballot Counter Broken Seal
 - ☐ Roster Challenge Log(s) - any filled out with entries
- 6) **Results Envelope B - sealed and signed by 4 EJs**
 - ☐ Results Tape - 2nd copy
 - ☐ Roster Correction Form
- 7) **Election Day Registration Envelope - sealed and signed by 4 EJs**
 - ☐ Green Roster pages with VRAs clipped to each page
 - ☐ Green Folder with Precinct List of Person Vouching form & Certified List of Residential Employees
- 8) **Payroll envelope and sheets signed by Head Judge**
- 9) **Used Voter Receipts Envelope - sealed and signed by 4 EJs**
- 10) **Spoiled Ballot Envelope - sealed and signed by 4 EJs**
- 11) **Duplicate Ballot Envelope - sealed and signed by 4 EJs**
- 12) **Challenger Form Envelope - sealed and signed by 4 EJs**
- 13) **Feedback Form Envelope - sealed and signed by 4 EJs**
 - ☐ Election Day Feedback Form(s)
 - ☐ HAVA Complaint Form(s)
- 14) **Keys for Ballot Counter and AutoMARK**
- 15) **Return this form with Election Judge signatures**

Election Judge Signature

Election Judge Signature

Items to Return to Warehouse Election Night

- What to do with polling place materials when closing? See this list.
- If it is on this list, it needs to be delivered to the Mpls Elections Warehouse on election night, if not, leave it in the polling place.
- **2 election judges must sign and deliver returns.** The two judges that sign should be the same two judges that deliver supplies.

Thank you!

- Primary Election date:
 - Tuesday, August 12th, 2014
- General Election date:
 - Tuesday, November 4th, 2014
- Training materials will be available online
 - vote.minneapolismn.gov → Election Judges → Training Materials
 - Election Judge Videos (OSS)
 - Minneapolis Election Judge Manual